



NEW GLARUS PUBLIC LIBRARY

INTERNET ACCEPTABLE USE POLICY *(revised March 8, 2016)*

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- I. Purpose and Disclaimer

- A. The New Glarus Public Library provides access to a broad range of information resources, including those available through the Internet. The library makes these services available as part of its mission to fulfill individual informational needs for day-to-day living, cultural, educational, and leisure pursuits.
- B. The Internet offers access to ideas, information, and commentary from around the world that can be personally, professionally, and culturally enriching. However, not all resources on the Internet are accurate, complete, or up-to-date. The New Glarus Public Library assumes responsibility only for the information provided on its home page. The Library Board, Director, and staff do not monitor, have no control over, and do not accept responsibility for material in other sources on the Internet.

- II. Responsibilities of Users

- A. In choosing and evaluating Internet sources, users should evaluate them just as they do print materials, questioning the accuracy and completeness of the information.
- B. Users must search the Internet at their own risk, realizing that beyond the library's home page and supporting documents they may encounter material they find offensive.

- C. In supervising children's use of the Internet, parents or legal guardians must assume responsibility for deciding what materials are appropriate for their children. The New Glarus Public Library – unlike schools – does not serve *in loco parentis*. Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet.

III. General Guidelines

- A. All users of the Internet via the library's public workstations must have a current individual library card in good standing. An organizational card may not be used to access the Internet at New Glarus Public Library. A patron must have his / her library card in order to access the Internet. New Glarus Public Library staff will not provide a patron with his / her barcode cannot access to the patron's PIN number in LINKcat.
- B. Users of the Internet are responsible for all copyright compliance in accordance with the U.S. Copyright law (Title 17 US Code). All consequences of copyright infringement lie with the user. New Glarus Public Library expressly disclaims any liability or responsibility resulting from such use.
- C. Youth between the ages of 8 to 17 must have parental permission to access the Internet via the library's public workstations at the New Glarus Public Library. A parent or legal guardian must accompany a minor to the library, read the library's Internet Acceptable Use Policy, and sign the Internet Acceptable Use Agreement Form before a minor will be granted Internet access.
- D. The New Glarus Public Library's public workstations use MyPC as their management software. Because definitions of "minors," the handling of parent / guardian duties, and suspension policies vary from library to library within SCLS, suspending a minor in MyPC at the request of a parent / guardian can only be done on a library-by-library basis. A system-wide suspension is not possible.
- E. In order to insure that all patrons have equal access to its public workstations, the New Glarus Public Library has set a maximum of 120 minutes per day per patron. Workstations cannot be reserved ahead of time by the patron. If a patron has a valid school or job-related need, the Library staff will schedule an Internet session for that patron ahead of time (same day) when contacted by that patron. If all public workstations are being used, Library Staff will reserve the next available workstation for a patron who is waiting. Any override of the 120-minute per day time limit on library workstations must be justified by the patron and shall be made only at the discretion of the staff member on duty. Because they are not relying on the library's public workstations, patrons who provide their own wireless-enabled devices for Internet access are not held to these time limitations.
- F. Persons who use the Library's public workstations assume responsibility for the software during their use. Files may not be saved to a library computer's hard drive. The New Glarus Public Library assumes no responsibility for damages—

direct or indirect—to a user’s data, devices, drives, discs, or files arising from the use of the library’s computers or the library’s wireless connection.

- G. Visitors and other non-residents are allowed access to the library’s computers with a guest pass issue by staff members.

IV. Wireless Internet Access

- A. Wireless Internet access is a free public service provided by the New Glarus Public Library for its patrons and the larger community. Patrons are responsible for knowing how to configure their own equipment for wireless access. Printing on Library printers is not allowed through the wireless connection.

V. Unacceptable Internet Use

- A. Users of all ages must abide by the following restrictions. A patron accessing the Internet at the New Glarus Public Library may use the Internet only for legal purposes, whether accessing it from the library’s public workstations or using the library’s wireless network with his / her own wireless-enabled mobile device. These restrictions also apply to e-mail environments accessed through the library’s public workstations or the library’s wireless network. Unacceptable uses include -- but are not limited to -- the following:

- Transmitting of threatening or harassing materials
- Libeling, slandering or maliciously offending other users
- Misrepresenting oneself as another user
- Attempting to modify or gain access to files, passwords, or data belonging to others
- Attempting to crash, degrade the performance of, or gain unauthorized access to the library’s computer systems and networks
- Modifying or damaging equipment, software, or data belonging to the library or other users
- Using another patron’s library card
- Exposing children to harmful materials. *Sec. 948.11 of the Wisconsin Statutes*, among other things, makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to the prurient, shameful or morbid interests of children, are patently offensive to prevailing adult standards regarding materials suitable for children, or lack serious literary, artistic, political, scientific or educational value for children.

VI. Internet Safety

- A. Librarians are partners with parents in guiding children to safe and appropriate use of the Internet. In compliance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), NGPL filters all Internet computers and WIFI networks. Adult patrons age 17 years and older may elect to disable the filter for unrestricted Internet access for any lawful purpose that meets NGPL guidelines. A valid library card provides authorized access to New Glarus Public Library computers for SCLS

patrons. Parents and guardians are solely responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view; library staff cannot monitor parental restrictions. The library assists parents and guardians who desire guidance for their children's use of the Internet through their technical expertise and guidance.

B. Access to Inappropriate Material:

- i. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- ii. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- iii. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

C. Inappropriate Network Usage

- i. To the extent practical, steps shall be taken to promote the safety and security of users of the New Glarus Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

VII. Compliance

- A. Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state or federal laws. The New Glarus Public Library reserves the right to terminate a patron's Internet session if a staff member observes any behavior which he / she judges to be in conflict with any part of this policy, inappropriate for a library setting, or in other ways disruptive to library services. If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and / or leave the building. Violations may result in loss of Internet or library privileges. Illegal use of the library's public workstations may also be subject to prosecution by local, state, or federal authorities.

*Adopted by the New Glarus Public Library Board of Trustees October 14, 1997
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